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*Adm 16.7*  
27 October 1966

MEMORANDUM FOR: Executive Officer, DDEAT

SUBJECT: Uniform Procedure for Processing of  
Contracts for OEL Funded by NRO

1. Up to the present time, OEL proposals for contracts to be paid for with NRO funds have been processed under procedures normally used for Agency funded contracts except in those instances where security considerations dictate the full compartmentation afforded by OEA procedures.

2. It is clear from an administrative standpoint that there would be a number of distinct advantages to following a single procedure for all contract actions obligated against NRO funds. These advantages would include the following:

- a. Same approval channels for all proposals.
- b. Uniform procedure for reporting by contractors would simplify project monitor administration.
- c. Allow uniform reporting of contract data in the ADP Contract Information System -- this will facilitate management overview of status of NRO contracts since all would be in a single system.
- d. Avoid the need for a determination as to whether security should be a factor in selecting the procedure to be used, and eliminate possibility in cases channeled to the Office of Logistics that subsequent events might have warranted OEA handling.

3. In FY-1965, OEA handled 33 contract actions for OEL while Office of Logistics handled 9; in FY-1966, OEA had 36

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**SUBJECT: Uniform Procedure for Processing of  
Contracts for OEL Funded by NSO**

and O/L 31. From a dollar volume standpoint, it is estimated that at least 90 percent was processed through OSA.

4. Inasmuch as security will continue to be a dominant factor, it is clear that if a single procedure is to be adopted, it must necessarily be exclusively through OSA. Consideration of the problem by OSA has resulted in the conclusion that the additional workload could be absorbed without need for any increase in personnel.

5. As a practical matter existing contracts already negotiated or in process of negotiation by Logistics must be allowed to run their course to completion. The transition to OSA processing of all OEL contracts obligated against NSO funds can be most reasonably accomplished by using OSA for all subsequent contract proposals. Consideration can be given on a case basis as to whether amendments or renewals of existing contracts negotiated by Logistics can be processed by OSA.

6. Your approval is requested for authorizing OSA to assume responsibility for negotiating and making payment on all future OEL contract proposals to be obligated against NSO funds. Exceptions should be made in the case of amendments or renewal of existing contracts negotiated by Logistics if a change would create a security or administrative problem.

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**Comptroller  
Directorate of  
Science and Technology**

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**SUBJECT: Uniform Procedure for Processing of  
Contracts for OML Funded by NRO**

**CONCUR:**

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**██████████**  
**Comptroller, OMA**

**4 NOV 1966**  
**Date**

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**Director of ELINT**

**8 NOV 1966**  
**Date**

~~**Regulatory Director of Logistics**~~

~~**Date**~~

**The recommendation in paragraph 6 is approved.**

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(Signed) **██████████**

**Executive Officer, DDS&T**

**8 NOV 1966**  
**Date**

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